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2 February 1983

MEMORANDUM FOR: Office of General Counsel
Office of External Affairs
Office of Inspector General
Office of the Comptroller
Office of Personnel
National Intelligence Council
Office of Equal Employment Opportunity

FROM :

Executive Director

1. The January Comptroller's meeting reflected the impact on FY 83 funds of absorbing part of the payraise, medicare, SIS paycap lifting and like costs. Current funding shortfalls, with some required travel fund exceptions, will have to be made up by individual components without the receipt of additional funding. Consequently, I must ask all Offices of the DCI Area to carefully monitor and control spending to ensure that we remain within our budget.

2. Concerning the personnel situation, the DCI Area is currently over ceiling in on-duty personnel as well as in current full-time equivalency (FTE) count. At the moment, the DCI Area is nine over in its FTE for full-time employees and eight over in its FTE for part-time personnel.

3. Consequently, I have directed the Personnel Officer for the DCI Area to focus on new hires and assignments from outside the area. In those cases in which the addition of new personnel or the replacement of departing personnel will continue or maintain an office's over-strength situation, I have instructed the Personnel Officer to delay the arrival of the new addition or assignee until such time as that office's FTE is within its authorization.

4. Questions on this matter should be directed to the DCI Administrative office.

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